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1. RF  
2. N24

\*USAF Declass/Release Instructions On File\*

17 MAY 1955

MEMORANDUM FOR: Major General Willard Lewis  
Deputy Director of Intelligence, USAF

SUBJECT: CIA Participation in Air Forces' MINICARD Contract

1. Since 1947 CIA has engaged continuously in active search of new techniques and equipment which would facilitate the retrieval of information from large masses of intelligence data. CIA's Intellofax system, which is unique, has been improved steadily during the past few years, and today combines IBM and photographic equipment with facsimile devices. The system serves all agencies of the intelligence community.

2. The Department of the Air Force entered into contract with Eastman Kodak in 1954 for the development of a system to be known as MINICARD which, if successful, will be a marked advance over CIA's Intellofax System. There has been the closest of cooperation, on an almost daily basis, between CIA, the Air Force, and Eastman Kodak in the prosecution of this endeavor.

3. CIA has now decided to convert a segment of its Intellofax file to Minicard to determine the feasibility of replacing the present system with Minicard. We believe that it will be mutually advantageous if CIA initiates its Minicard operations simultaneously with the Air Force. To this end we have approved an expenditure of [ ] in Fiscal Year 1955 for the purchase of a set of Minicard equipment. This appropriation has been made with the understanding that charges to CIA will be for second-set manufacturing costs only.

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4. We propose that Air Force negotiate an expansion of its contract with Eastman Kodak Company which will ensure the manufacture of a second set of equipment (see Tab A) when the first set is made. And, that Air Force arrange to have the second set delivered to CIA as it becomes available from Eastman Kodak, but no later than 90 days after the delivery of the first.

5. Since the ultimate objective is to develop a coordinated Air Force-CIA Minicard system, we believe that CIA representatives should participate at future Minicard conferences between Air Force and Eastman Kodak, and that CIA should receive progress reports from Eastman Kodak at the same time they are dispatched to Air Force.

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NO CHANGE IN CLASS. ☒

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6. We have been informally advised by Eastman House that they are in agreement with this basic proposal. Therefore, if you concur, we will request the CIA Contracting Officer to contact his counterpart, Mr. R. L. Johnston, in Air Force, R & D, to work out the final contractual arrangements.

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[Redacted]  
Assistant Director  
Collection and Dissemination

OCD:JB/alk  
6 May 1955

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cc: [Redacted]

Logistics

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DE/I - ATT: [Redacted]

Chief, MD/CD

Thru Chief, LE/CD to CIA Librarian

Chief, Admin St/CD *e*

*Comptroller*

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**MINICARD EQUIPMENT  
TO BE PURCHASED FROM  
HARTMAN HODAK COMPANY**

**TAB A**

<u><b>ITEM</b></u>	<u><b>FUNCTION</b></u>
<b>4 Flexowriters</b>	Electric typewriters which also perforate a paper tape simultaneous with the typing operation. Document classification codes determined by the document analyst are recorded in the paper tape which is similar to a teletype tape.
<b>1 Camera</b>	Records on film the code carried in the perforated paper tape together with an image of the document to which the tape relates.
<b>1 Processor</b>	Chemically develops, fixes, washes, and dries Minicard microfilm.
<b>1 Chopper</b>	Cuts reel film into individual Minicards.
<b>1 Duplicator</b>	Duplicates entire Minicard, and at the same time automatically transfers selected code data to a fixed sorting and selection position on the duplicate Minicard.
<b>1 Filing Sorter</b>	Operating at high speed, arranges cards and automatically files them in proper sequence
<b>1 Selector</b>	Selects as many as 20, six letter or digit code words in one pass of Minicards through the machine. This permits a high degree of document selectivity at high speeds.
<b>2 Viewers</b>	Desk type microfilm viewer which enlarges the film image to a readable size. It has a device to identify frames which require reproduction.
<b>1 Enlarger</b>	Automatically prints enlarged copies of Minicard document images.
<b>Miscellaneous Equipment</b>	Includes Minicard manual handling devices, file cabinets, inspection viewers, etc.